

UNITED STATES COURT OF FEDERAL CLAIMS

Position Vacancy

Opening Date: Immediately

Closing Date: Until filled

POSITION TITLE, GRADE AND SALARY:

Vaccine case administrator
CL 23 - CL 25
\$25,110 - \$49,924 (depending on experience)
**(Temporary full-time, not to exceed one year and
a day.)**

LOCATION OF POSITION:

United States Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005

Position Overview:

This position is located in the Clerk's office of the United States Court of Federal Claims. The Case Administrator manages the flow of vaccine cases from filing to disposition by processing incoming documents, maintaining official case files, dockets and other records, and performing administrative and clerical functions.

Representative Duties:

Representative duties include: reviews incoming documents to determine conformity with appropriate rules, practices, and court requirements; dockets all case entries and ensures docket entries are appropriately linked for case management; prepares and transmits to appropriate parties items such as notices, orders, and judgments; furnishes information to a wide variety of internal and external customers; reviews documents to ascertain time frames and deadlines in accordance with established court procedure, and performs other duties as assigned.

Qualifications and General Experience:

The successful candidate must be a high school graduate or equivalent plus have at least three years general experience and one year of progressively responsible administrative experience which provides knowledge of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Experience with legal documents such as may be found in a law office or in another court in the judicial system is beneficial. College degree, paralegal training, or other legal experience preferred.

The successful candidate must possess tact, good judgment, poise, and initiative, and maintain a professional appearance and demeanor at all times. Excellent interpersonal and organizational skills are required. Ability to respond quickly to a variety of inquiries with

accurate information necessary.

Application procedure:

Applicant will be subject to a background criminal history check. All new employees are subject to a 12 month probationary period from the date of hire. This position is subject to mandatory Electronic Fund Transfer Program participation for payment of net pay. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement.

To apply, submit resume or Form OF-612, Application for Federal Employment to:

Margaret M. Earnest
Clerk of Court
U.S. Court of Federal Claims
717 Madison Place, NW
Washington, DC 20005